



MEMORANDUM

DATE: July 31, 2015
TO: Junior High Sports Coach Contractors
CC: Pat Koren & Steve Kane Blach, Athletic Directors
Jason Carballar & Can Huyhn, Egan Athletic Directors
FROM: The Los Altos Recreation Department
SUBJECT: AFTER SCHOOL SPORTS COACH REQUIREMENTS

Welcome to the 2015-2016 Junior High Sports Program. You are eligible to coach once the following is completed:

TB Test

Receipt of a negative TB test taken within the last two years from your personal doctor or the Cupertino Medical Center. If you choose to go to the Cupertino Medical Center you must take a "Request for Medical Services" form provided. This will serve as a payment voucher – to be paid by the City.

Fingerprinting

Take the three (3) provided "Request for Live Scan Service" forms and a valid I.D. (Driver's License) to an approved location (MVLA Union High School District or Foothill College – instructions will be provided). The City will be billed for this service. You are not expected to pay. This only needs to be completed once while you are assigned as a coach and will update automatically.

W-9 Form

Complete for tax purposes. This address on this form must match the address that you have filled out on your contract and may need to be updated from year to year.

Paperwork

Please return your negative TB test result and fingerprinting receipt to your schools Athletic Director as soon as possible to ensure there are no delays. You will not be allowed to coach until the Recreation Office has received clearance on your TB test as well as your fingerprints.

Payment

Payment will be processed and mailed within two weeks of the end of the season. For the 2015-2016 Season, payment for coaches will receive \$800. Coordinators will receive \$450.

Questions

Please contact the Los Altos Recreation Department at (650) 947-2790 or email: recreation@losaltosca.gov with any questions. Thank you for your cooperation!

Attachments: Request for Medical Services Form, Fingerprinting Instructions,
Request for Live Scan Service Form, Form W-9